

PEACE CORPS PERU VACANCY ANNOUNCEMENT

POSITION: Volunteer Support Manager

FSN Grade/step equivalent 10/1 – 11/1

Base year annual salary S/.119,484.00 / Full Performance annual salary S/.151,764.00 Nuevos Soles

OPEN TO: Peruvian citizens or individuals with a current long-term work permit in Peru

OPENING DATE: January 23, 2015

CLOSING DATE: February 10, 2015

Please, interested candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Lactea 132, Ur. Los Granados, Surco or to the email: **recursoshumanos@peacecorps.gov**, along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

Basic Function of Position

The incumbent will act as the Volunteer Support Manager (VSM) under the guidance and supervision of the Country Director and in close coordination with the Director of Programming and Training. The VSM will oversee and coordinate Peace Corps Peru's practices, processes and systems of volunteer support across all five programs and all regions of Peru. This includes developing staff capacity in volunteer support and mentoring, guiding and supervising Peace Corps Peru's Regional Coordinators. This position requires 25% travel to the following regions: Ica, Huancavelica, Junin, Ancash, Cajamarca, Amazonas, Piura, La Libertad and Lambayeque. The VSM will perform the following services and duties:

MAJOR DUTIES AND RESPONSIBILITIES:

Trainee & Volunteer Support Practices, Processes & Systems (45%)

- In coordination with the Country Director (CD) and the Director of Programming and Training (DPT) identifies, develops, implements and evaluates systems and processes for effective volunteer support practices across the post and monitors effective implementation of the same.
- Works with Training staff to develop and integrate cross-cultural competence for trainees and volunteers into Peace Corps' Peru training, across the 27-month training continuum

Peace Corps/ Peru

- Works with programming staff to develop their capacity in effectively supporting volunteers with cultural adaptation, challenges of working with host country counterparts/supervisors, host families, and colleagues
- Manages Peace Corps' policy in relation to Trainees and Volunteers, provides training, feedback and follows-up with appropriate staff to ensure they are in compliance with support practices related to Peace Corps policy.
- Conducts volunteer site visits as needed to stay in touch with volunteer realities, and in rare situations, to manage a specific volunteer case.
- Contributes to a workplace environment that positively influences Volunteers to gain enthusiasm and support for Peace Corps service, and the host country peoples and culture.
- Provides input and guidance to post leadership on the integration of Volunteers in their communities.
- Contributes to the overall professional development of Volunteers.
- Presents Pre-Service Training (PST) and In-Service Training (IST) sessions as needed.

Staff Development & Supervision (40%)

- Helps plan and implements staff development/training on volunteer support policies, practices, processes and systems.
- Serves as mentor, coach and resource for staff on cross-cultural competence and adaptation and coaching and supporting volunteers and Peace Corps' approach to sustainable development.
- Directly supervises Regional Coordinators, including coaching, training and developing their capacity and conducting annual performance evaluations and performance plans.
- Provides feedback to CD and DPT regarding P&T staff compliance with Volunteer support policies, practices, processes and systems as applicable for performance evaluations.

General Management & Administration (10%)

- Makes recommendations to senior management in implementing the strategic changes required to achieve the Post's development strategy and programmatic goals
- As a senior staff member at post, provides input and works tasks on effective overall post management and the success of the Peace Corps program. Provides input into the creation of the post's strategic and operational plans

Other Tasks (5%)

- Represents Peace Corps to the US Embassy, USAID, other development agencies, host country government, and non-governmental organizations, providing information on the purpose, philosophy, goals, program, history and projects of Peace Corps
- Contributes to reports to external stakeholders, such as annual reports, as needed
- Other assigned tasks that may arise

SAFETY AND SECURITY

- Must comply with the emergency action plan (EAP) specific roles and responsibilities listed in the EAP.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director. Supports the safety and security systems that are in-place, including reinforcing Trainee and Volunteer roles and responsibilities related to personal safety and security. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education:** Master's degree in Social Development, Communication, Psychology or related field.
- Prior Work Experience:** Seven years of progressively responsible experience working in rural community development in Peru. A minimum of three years of experience working with volunteers, preferably international volunteers. Understanding of cross-cultural competence is necessary. Personal experience working, volunteering or studying in a cross-cultural environment is a plus.
- Post Entry Training:** The incumbent will receive training on the Peace Corps philosophy, programming and training systems, and PC policies and regulations.
- Language Proficiency:** Level IV English (fluent) and level IV Spanish (fluent) ability is required.
- Knowledge:** In-depth understanding of Peruvian history, culture and geography. Knowledge of developmental plans and organizations in Peru. Understanding of the Peruvian government's objectives, priorities and structure. In-depth understanding of U.S. and Peruvian cultures, including areas of cultural diversity.
- Skills and Abilities:** Ability to maintain good working relationships with Peace Corps staff (US and Peruvian) and Volunteers. Strong interpersonal and cross cultural skills - ability to lead, motivate, counsel and advise adults. Basic computer skills (Microsoft Office) required.